Additional Information

Location: The Web Clinic will be held at the Southwest Regional Library at 16835 Sheridan Street, Pembroke Pines just West of I-75. See the map on our web site at:
http://www.hud.gov/florida, or contact us for a copy at (305) 536-5678 x2278.

Hotels: The Grand Palm Hotel & Golf Resort is willing to offer a group rate of $107.10 per night. Please contact them at:
1-800-327-9246 or
http://www.grandpalmsresort.com/Golf.htm
Tell them your group is the Web Clinic at Southwest Regional Library

Parking: There is plenty of parking at the library and it is FREE

What to Bring: All you need to bring is an attitude to learn and share!

From the Sponsor Agency

This Web Clinic is offered by the U.S. Department of Housing and Urban Development. HUD invites and welcomes all of its partners to attend, not only from South Florida, but from all parts of the state.

Special thanks to the City of Pembroke Pines for providing the refreshments.

U. S. Department of Housing and Urban Development
Miami Field Office
Brickell Plaza Federal Bldg.
909 SE 1 Avenue, Suite 500
Miami, FL 33131
http://www.hud.gov/florida

FREE Web Clinic

Wondering how to start a web site for your organization?

Scratching your head about how to make your web site better?

Learn from HUD's Web Managers

Tuesday, May 24, 2005

**Southwest Regional Library
16835 Sheridan Street
Pembroke Pines, FL 33331
(954) 538-9996
May 24, 2005**

WHAT: Free one-day web clinic designed to provide HUD partners with valuable information on how to design a web site or enhance your existing web site.

WHO SHOULD ATTEND: Managers, executive directors, communications and public relations staff of various nonprofits, state and local governments, housing authorities, faith based organizations, and multifamily housing management organizations.

WHEN: Tuesday, May 24, 2005; 8:30am – 3:30pm

WHERE: Southwest Regional Library - 16835 Sheridan Street, Pembroke Pines, FL 33331

AGENDA:

8:30 **Registration/Refreshments**
8:45 **Introductions and Overview**
9:00 **What can you do with the web?** – Hear how HUD uses web technology to empower Americans and get some ideas for things *you* could do.
9:45 **How to manage a web site -** Learn the simple do's and don'ts for managing a web site.
10:30 **Break**
10:45 **Marketing your product -** It's not enough to create a good web site – you have to tell people about it. Find out how.
11:30 **Creating Your Web Site – Step by Step** Before you touch a computer, you have to decide what your web site will say. We will take you through a simple process for developing the content of your site, and we will demo the software we're giving you to create your own site.
12:15 **Lunch -** Bring your brown bag lunch or visit one of the local restaurants in the area.
1:15 **Show and Tell!** – OK, this is your chance to show off what you've done with your web site, or if you don't have a web site, maybe you want to show the group a web site that you think works well.
2:00 **Tips and tricks for low-cost web sites** A web site doesn't need to be a drain on your resources. In fact, we'll tell you how you can get most of your technical support for free!
3:15 **Wrap Up**
3:30 **Clinic adjourns**

What You Will Get

➢ Simple do's and don'ts about what to put on your web site

➢ A step-by-step process for organizing your web site

➢ Low-cost/no-cost ideas for marketing your site

➢ Tips on how to get technical support (including someone to do that computer work for you) for free

➢ *FREE easy-to-use software* that you don't have to be a techie to use. How's that for a good deal?

But don't take our word for it…here's what Web Clinic alumni said:

- *"Very informative! Covered the best topics on what to include in a website, how to help your target audience, and how to market it."* - **Project Return, Inc., Tampa**

- *"Very well done! Gave me a new way of looking at websites. I no longer have a "fear" that creating a site is hard--thank you!"* - **Homeless Coalition of Hillsborough County**

Want to know more?
Visit http://www.hud.gov/florida

How To Register

The Web Clinic is FREE!

To Register:

- Send us your **complete** registration form no later than Friday, May 20, 2005. (See attached form).
- One registration for each person is required.
- Register in one of three easy ways:

1) **MAIL**
HUD WEB CLINIC
Miami Field Office
Attention: Judy Ayers
909 SE 1 Avenue, Suite 500
Miami, FL 33131

2) **FAX**
(305) 536-5765

3) **E-MAIL**
judith_a._ayers@hud.gov

**Hurry! Spaces are limited…
Register today!**

Questions?
Contact: Judy Ayers (305) 536-5678, ext. 2278
judith_a._ayers@hud.gov